

# APEX (APPLIED PRACTICE EXPERIENCE TRACKING SYSTEM

<https://mysph.sc.edu/apex/guest/login>



# OUTLINE

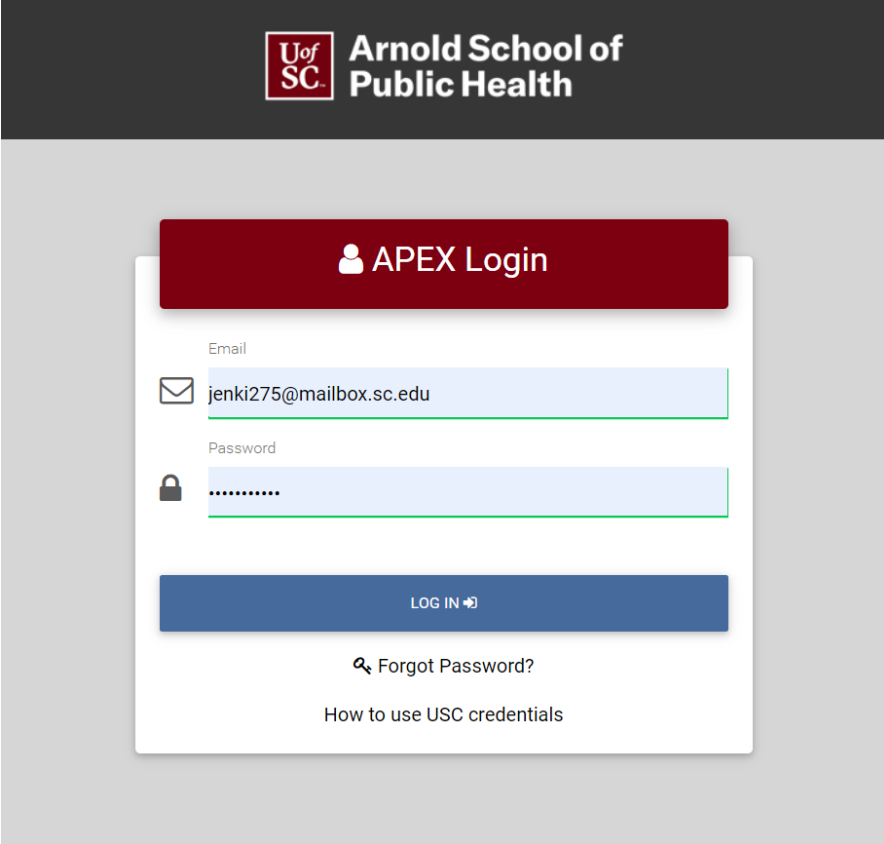
- Overview & purpose
- Logging in
- Complete information
- Select competencies
- MOA
- Adding documents
- Sending for approval

# OVERVIEW & PURPOSE

- APEX is a tracking system for your most relevant information and documents during the practice experience
- The leg-work of identifying the competencies and work products, writing a proposal, etc. all happens outside of APEX
- Please refer to the [practice experience checklist](#) for more information

# LOGGING IN

- Use university email and password
- <https://mysph.sc.edu/apex/guest/login>



Uof SC Arnold School of Public Health

APEX Login

Email  
jenki275@mailbox.sc.edu

Password  
.....

LOG IN

Forgot Password?

How to use USC credentials

# COMPLETE INFORMATION

## Additional Information Needed ✕

Welcome to the APEX system. Please complete your profile in order to continue.

### My Information:

First Name:\*

Nance

Not editable - Imported from USC

Last Name:\*

Jenesha

Not editable - Imported from USC

Email Address:\*

jtnance@email.sc.edu

Not editable - Imported from USC

Academic Advisor

Choose

Joint/ Concurrent Degree

Choose

Distance Student?

- Yes  
 No

SAVE

# SELECT COMPETENCIES

- Select the competencies that you have identified with your faculty advisor and preceptor

## Core Competencies

- Advocate for political, social or economic policies and programs that will improve health in diverse populations
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
- Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
- Apply epidemiological methods to the breadth of settings and situations in public health practice
- Apply negotiation and mediation skills to address organizational or community challenges
- Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
- Apply systems thinking tools to a public health issue
- Assess population needs, assets and capacities that affect communities' health
- Communicate audience-appropriate public health content, both in writing and through oral presentation
- Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
- Describe the importance of cultural competence in communicating public health content
- Design a population-based policy, program, project or intervention
- Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
- Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels
- Evaluate policies for their impact on public health and health equity
- Explain basic principles and tools of budget and resource management
- Interpret results of data analysis for public health research, policy or practice
- Perform effectively on interprofessional teams
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Select communication strategies for different audiences and sectors
- Select methods to evaluate public health programs
- Select quantitative and qualitative data collection methods appropriate for a given public health context

## Concentration Competencies

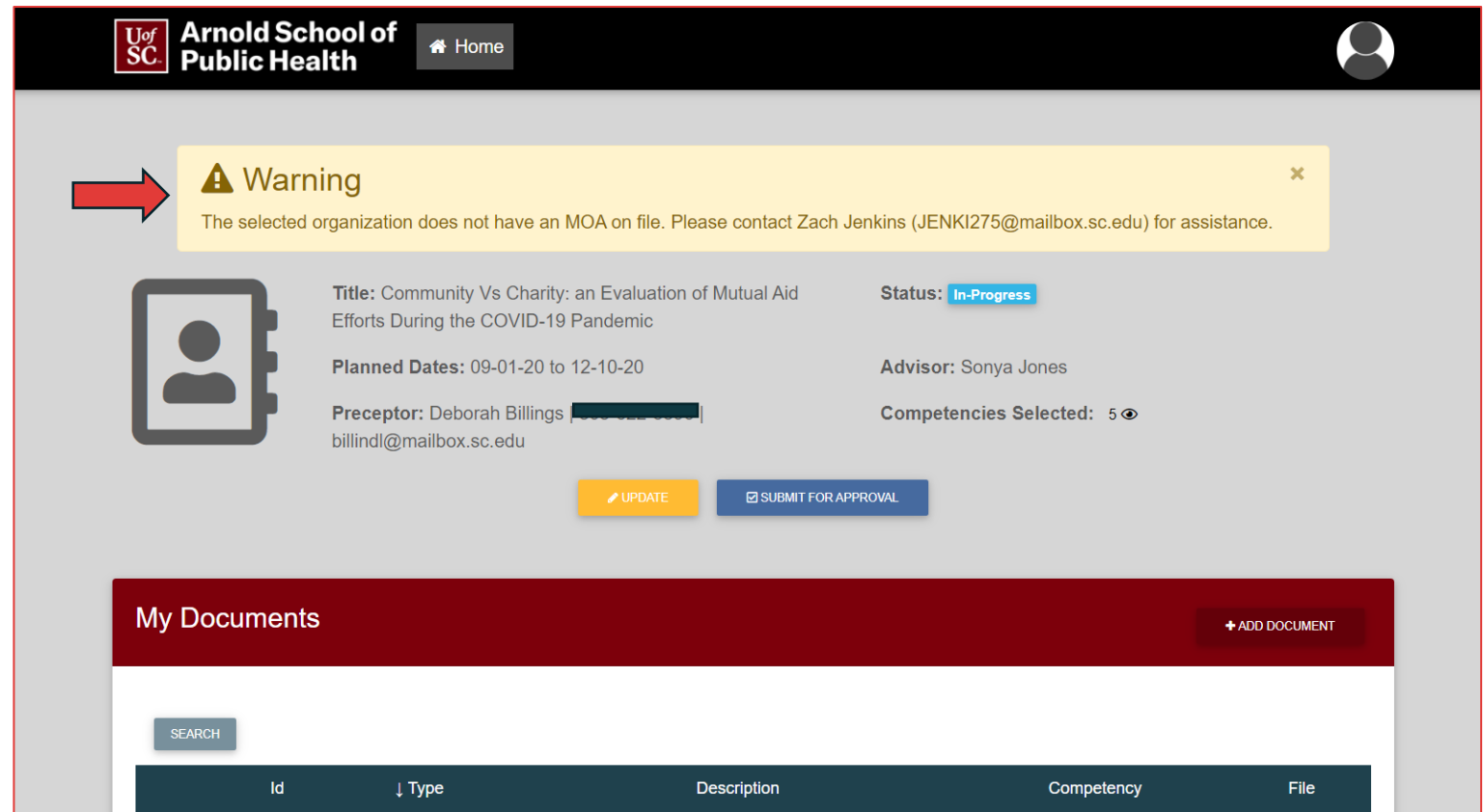
- Collaboration - Articulate how multi-sectoral, collaborative engagement advances health equity, and improves health outcomes.
- Evaluation - Develop sound and feasible methods to evaluate public health programs, interpret results, and communicate those results effectively.
- Multi-level Influences on Health - Utilize multi-level approaches in understanding the importance of context in addressing public health issues.
- Research Methods-Make informed study design decisions and be able to articulate the strengths and weaknesses of a research study.
- Theory- Apply social and behavioral theories and models to the development, implementation, and evaluation of public health programs.

CANCEL

UPDATE PROJECT

# ONCE UPLOADED

- Make sure that an MOA is established before you begin contact hours at your site!



The screenshot displays the user interface of the Arnold School of Public Health portal. At the top, the logo for the University of South Carolina (Uof SC) and the Arnold School of Public Health is visible, along with a 'Home' button and a user profile icon. A prominent yellow warning banner with a red arrow pointing to it states: 'Warning: The selected organization does not have an MOA on file. Please contact Zach Jenkins (JENKI275@mailbox.sc.edu) for assistance.' Below the warning, a document entry is shown with a placeholder icon for a person. The entry details include: Title: 'Community Vs Charity: an Evaluation of Mutual Aid Efforts During the COVID-19 Pandemic'; Status: 'In-Progress'; Planned Dates: '09-01-20 to 12-10-20'; Preceptor: 'Deborah Billings' (with a redacted name and email 'billindl@mailbox.sc.edu'); Advisor: 'Sonya Jones'; and Competencies Selected: '5'. Action buttons for 'UPDATE' and 'SUBMIT FOR APPROVAL' are located below the entry. At the bottom, a 'My Documents' section features a search bar and a table with columns for 'Id', 'Type', 'Description', 'Competency', and 'File'. An '+ ADD DOCUMENT' button is also present in the top right of this section.

# ADDING DOCUMENTS

UPDATE SUBMIT FOR APPROVAL

## My Documents

+ ADD DOCUMENT

SEARCH

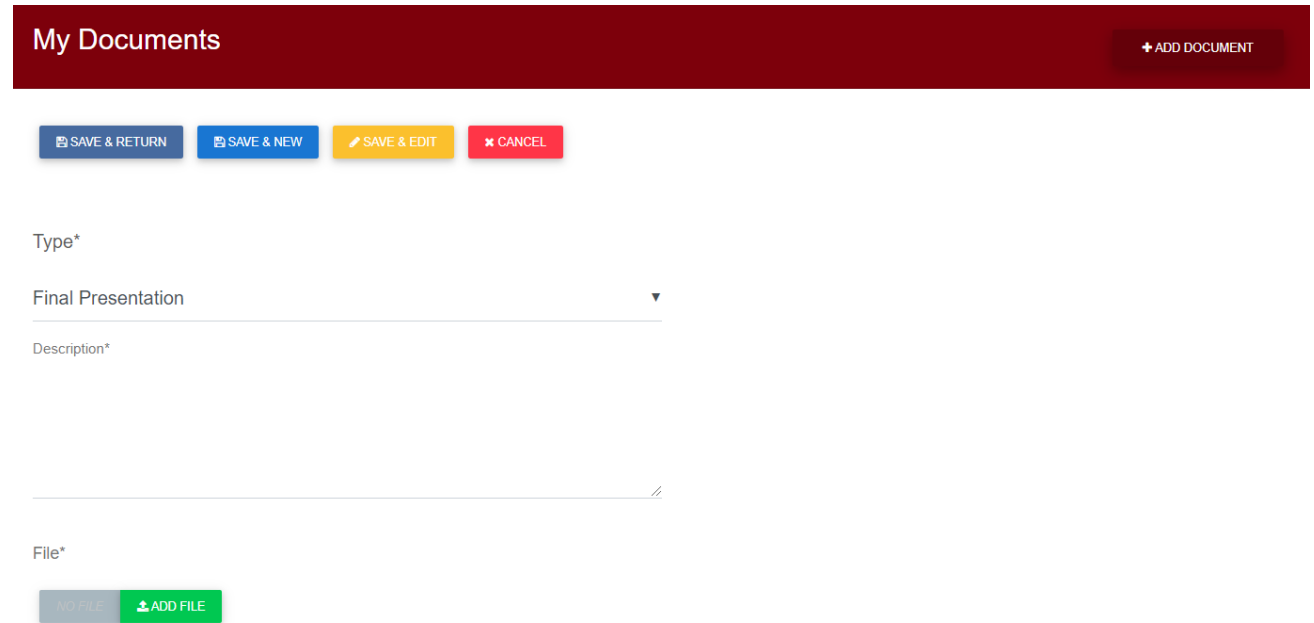
	Id	Type	Description	Competency	File
<input type="checkbox"/> <input type="edit"/>	1	Proposal	Practicum Contract	--	

5 10 15 20 25 ALL



# ADDING DOCUMENTS

- Select type of file and a brief description of the file
- Attach a word document, pdf, etc., under the green add file button
- Select save and return
- \*Note that HSPM students do not have a final presentation\*



The screenshot shows a web interface titled "My Documents" with a dark red header. In the top right corner of the header is a "+ ADD DOCUMENT" button. Below the header, there are four buttons: "SAVE & RETURN" (blue), "SAVE & NEW" (blue), "SAVE & EDIT" (yellow), and "CANCEL" (red). The form below has three main sections: "Type\*" with a dropdown menu currently showing "Final Presentation"; "Description\*" with a large text input area; and "File\*" with a grey "CANCEL" button and a green "ADD FILE" button.

# APEX TIMELINE

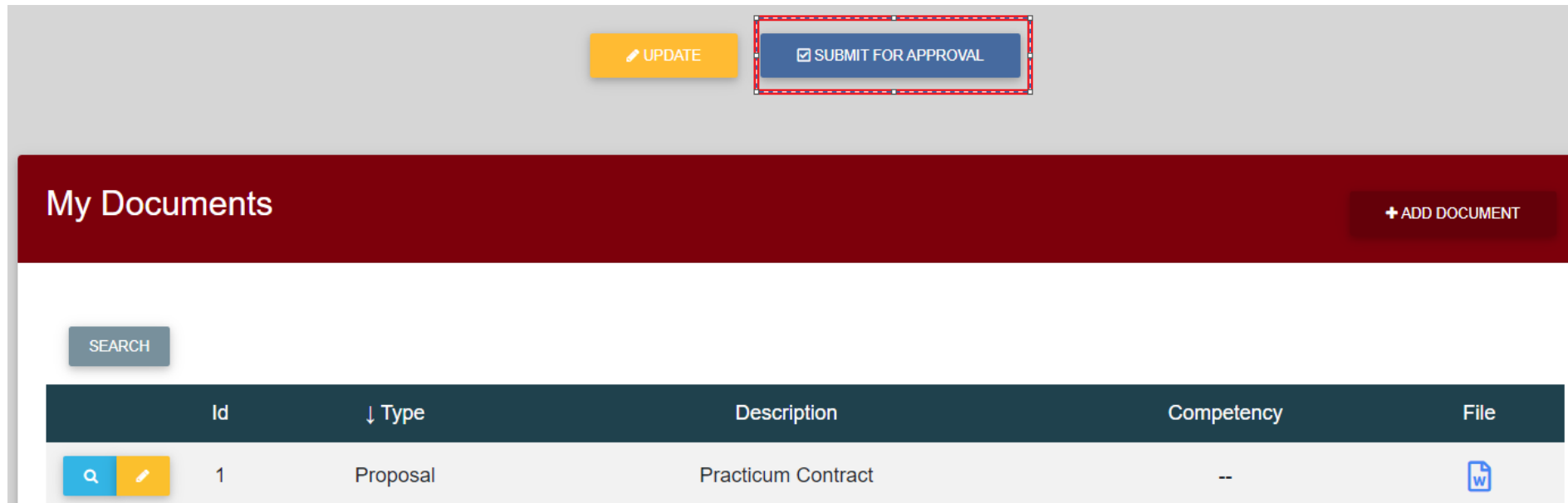
- I. Student identifies site, competencies, develops proposal
- II. Upload competencies and proposal
- III. Complete fieldwork
- IV. Update competencies
- V. Upload final products
- VI. Submit for 'approval'

# APPROXIMATELY A MONTH OUT FROM THE END OF THE EXPERIENCE


- Update all relevant information
  - Update competencies if needed
  - Start and end dates
  - Etc.
- Upload all final documents
  - Work products
  - Final presentations
  - Final reports
  - Success story

# APPROXIMATELY A MONTH OUT FROM THE END OF THE EXPERIENCE (CONT.)

- Submit for approval
- Faculty will confirm all information is correct



The screenshot displays a user interface for document management. At the top, there are two buttons: a yellow 'UPDATE' button and a blue 'SUBMIT FOR APPROVAL' button, which is highlighted with a red dashed border. Below this is a dark red header bar with the text 'My Documents' on the left and a '+ ADD DOCUMENT' button on the right. A search bar with the word 'SEARCH' is positioned above a table. The table has five columns: 'Id', 'Type', 'Description', 'Competency', and 'File'. The first row of data shows '1' in the 'Id' column, 'Proposal' in the 'Type' column, 'Practicum Contract' in the 'Description' column, '--' in the 'Competency' column, and a document icon in the 'File' column.

Id	Type	Description	Competency	File
1	Proposal	Practicum Contract	--	

**YOU DID IT!!!  
NOW LET'S CELEBRATE**



**Arnold School of  
Public Health**